

About PCard Merchant to Preferred Vendor Set-Up:

When a PCard is used, the merchant name is loaded daily into Cardinal from the Card Issuer, e.g., Bank of America (BOA), file. In order to capture SWAM and related expenditures, merchants need to be set up as **Preferred Vendors**.

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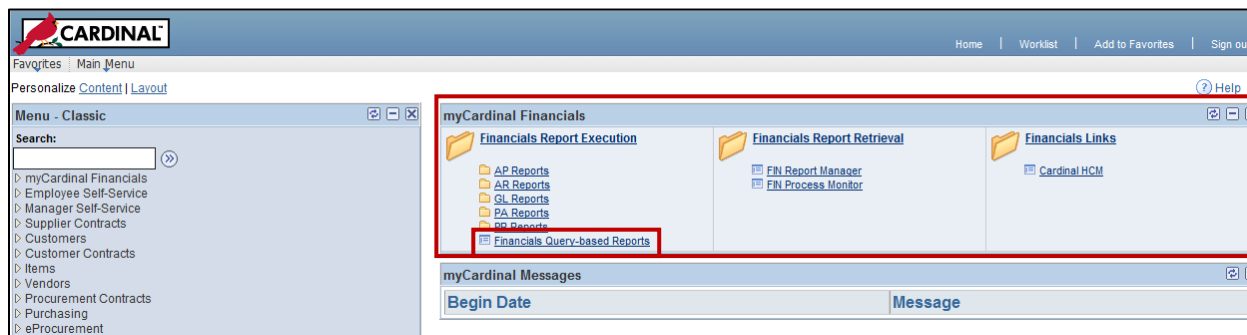
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PCard New Merchant Query & Preferred Vendor Page:

The objective is to identify new PCard merchants using the **New PCard Vendor Report** query and to move them to the **Preferred Vendors** list for accurate reporting using the **Preferred Vendors** page.

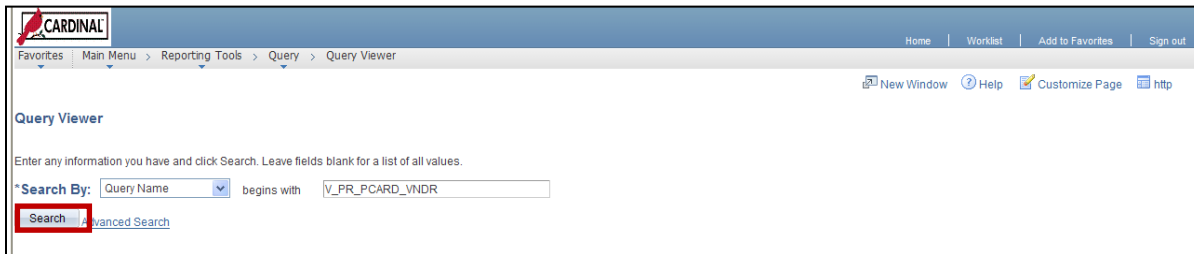
New PCard Vendor Report - Query

This **New PCard Vendor Report** query is useful to identify new PCard merchants/vendors, and related information, to be updated within Cardinal as **Preferred Vendors** for future reporting. For more additional instructions on running queries refer to the course titled **SW NAV220: Cardinal Reporting**.



- 1 To run the **New PCard Vendor Report** query, from your **Home** page click on the **Financial Query-based Reports** hyperlink in the **myCardinal Financials** portlet. The **Query Viewer** page is displayed. You can also navigate to the **Query Viewer** page using the following path:

Main Menu >Reporting Tools > Query > Query Viewer



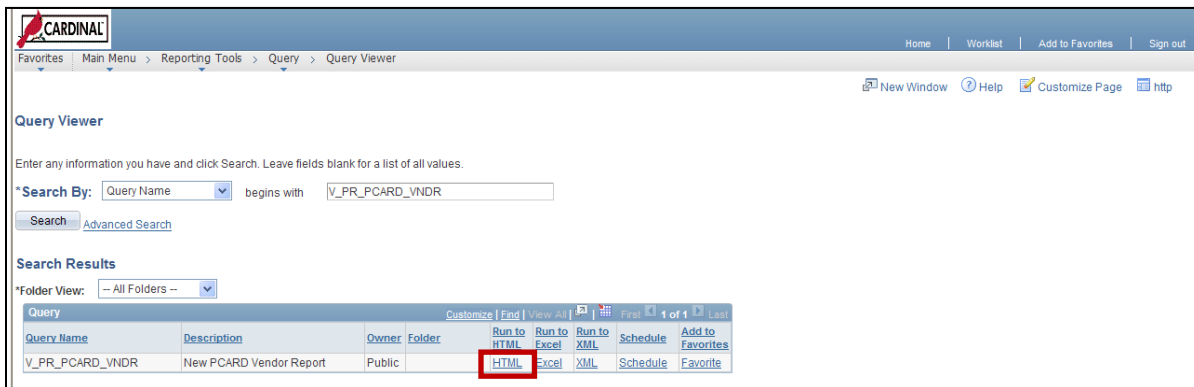
Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with V_PR_PCARD_VNDR

Search Advanced Search

- 2 In the **Search By** drop-down choose **Query Name**.
- 3 Enter the query name of **V_PR_PCARD_VNDR**.
- 4 Click on the **Search** button. The search results are displayed on the same page below the search criteria you entered.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with V_PR_PCARD_VNDR

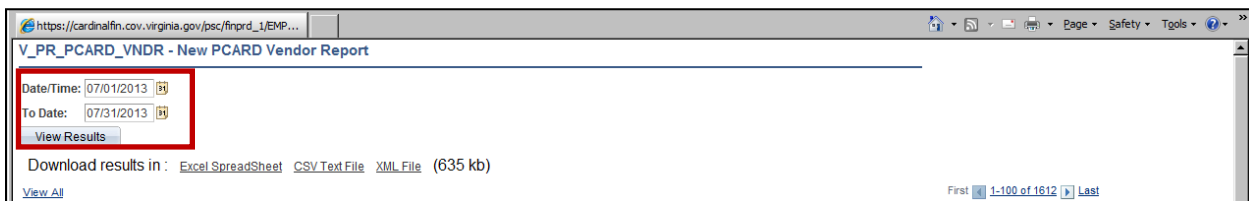
Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_PR_PCARD_VNDR	New PCard Vendor Report	Public		HTML	Excel	XML	Schedule	Favorite

- 5 To run **New PCard Vendor Report** query to a new web page, click the **HTML** hyperlink. A new web page will open.



V_PR_PCARD_VNDR - New PCard Vendor Report

Date/Time: 07/01/2013 To Date: 07/31/2013

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (635 kb)

[View All](#)

- 6 Enter a date range using the **Date/Time** and **To Date** fields.
- 7 Click on the **View Results** button. The page will be updated with the **New PCard Vendor Report** query results.

V_PR_PCARD_VNDR - New PCard Vendor Report

Date/Time: 07/01/2013 [B]
To Date: 07/31/2013 [B]

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (635 kb)

View All


First 1-100 of 1612 Last

SetID	Merchant	Address	City	Phone Number	State	Postal	Taxpayer ID	1099 Rpt Acct
1	STATE	360 HARDWARE AND RENTAL	MANQUIN		VA	231060000		YES
2	STATE	A & N ELECTRIC COOPERATI	ANECOP.SMARTH		VA	234410000		YES
3	STATE	A & N ELECTRIC COOPERATI	ANECOP.SMARTH		VA	234410000		YES
4	STATE	A & N ELECTRIC COOPERATI	ANECOP.SMARTH		VA	234410000		YES
5	STATE	A & N ELECTRIC COOPERATI	ANECOP.SMARTH		VA	234410000		YES
6	STATE	AACE INC	304-296-8444		WV	265050000		YES
7	STATE	AACME GENERAL CONTRACTOR	540-825-6278		VA	227140000		YES

- To review the results scroll through the data pages using the arrow icons.
- The **New PCard Vendor Report** query can also be downloaded as **Excel** or **CSV** by clicking on the respective hyperlink.

Preferred Vendors – Page

On the **Preferred Vendors** page you can see which of the new PCard merchants identified in the query above are not set up as **Preferred Vendors**. From this page you can set the merchant up as preferred.

 Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Preferred Vendors

New Window Help http

Preferred Vendors

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Merchant: begins with
Country: begins with
State: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

- To access the **Preferred Vendors** page, navigate to the **Preferred Vendor** page using the following path:
Main Menu > Purchasing > Procurement Cards > Definitions > Preferred Vendors
- On the **Find an Existing Value** tab enter the Merchant to search for a specific merchant. You can also leave this field blank search for all merchants.
- Click on the **Search** button. The **List of Merchants** tab is displayed.



Procurement Job Aid

PCard Merchant to Preferred Supplier

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Merchant	City	State	Country	Vendor SetID	Vendor ID	Location
#FEDEX 045722315092893	800-4633339	TN	USA	STATE		
#FEDEX 045722315092909	800-4633339	TN	USA	STATE		
#FEDEX 078080628795	800-4633339	TN	USA	STATE		
#FEDEX 415866130	800-4633339	TN	USA	STATE		
#FEDEX 795795768766188	800-4633339	TN	USA	STATE		
#FEDEX 876844017003	800-4633339	TN	USA	STATE		
#FEDEX 898720119757	800-4633339	TN	USA	STATE		

Vendor Lookup

Save Previous in List Next in List

4 The **List of Merchants** tab displays all new PCard merchants. If you have searched for all merchants there could be many pages. You can use the arrow icons to navigate through all the results.

5 Click on the **Preferred Vendors** tab.

1-6 of 84 Last

Merchant	City	State	Country	Vendor SetID	Vendor ID	Location
1ST LADY JANITORIAL SERV	703-277-2876	VA	USA	STATE	0000038149	MAIN
610 CAR WASH LLC	STAFFORD	VA	USA	STATE	0000041924	MAIN
A & N ELECTRIC COOPERATI	757-787-9750	VA	USA	STATE	0000050004	MAIN
ABBOTT FARM SUPPLIERS	434-4767333	VA	USA	STATE	0000033110	MAIN
ABINGDON EQUIPMENT CO	ABINGDON	VA	USA	STATE	0000032664	MAIN
ABSOLUTE PEST SOLUTIONS	540-5481366	VA	USA	STATE	0000039571	MAIN

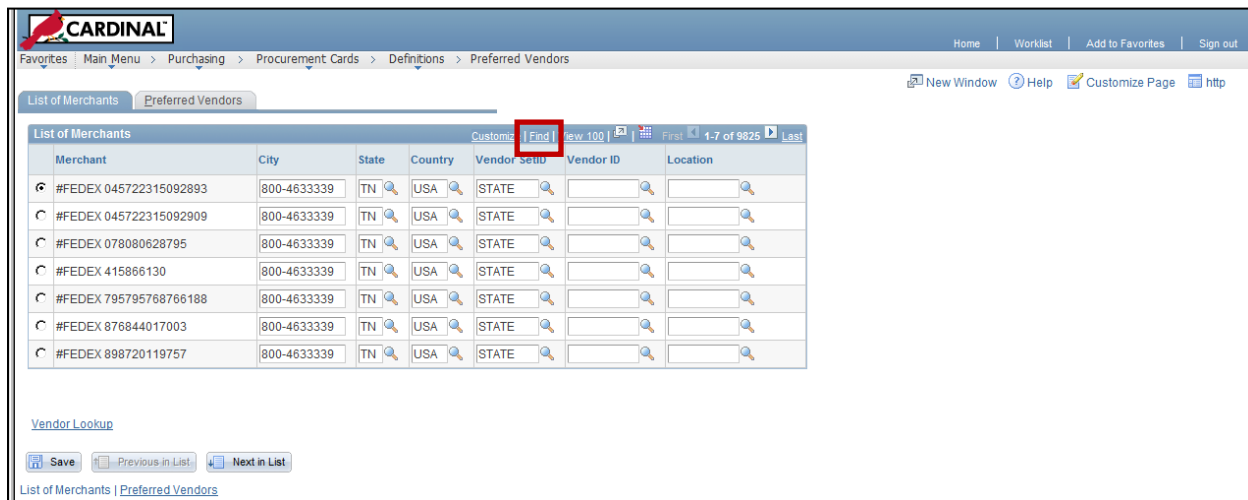
Vendor Lookup

Save Previous in List Next in List

6 The **Preferred Vendors** list is displayed. This list is a subset of the **List of Merchants** on the previous tab and it shows only those merchants who have been identified in Cardinal as a Preferred Vendor.

7 Compare the **New PCard Vendor Report** query results from above to the **Preferred Vendors** list to identify new PCard merchants who need to be added to the **Preferred Vendors** list.

8 Click the **List of Merchants** tab.



Navigation: Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Preferred Vendors

Buttons: New Window | Help | Customize Page | http

Tab: List of Merchants | Preferred Vendors

Merchant	City	State	Country	Vendor SetID	Vendor ID	Location
#FEDEX 045722315092893	800-4633339	TN	USA	STATE		
#FEDEX 045722315092909	800-4633339	TN	USA	STATE		
#FEDEX 078080628795	800-4633339	TN	USA	STATE		
#FEDEX 415866130	800-4633339	TN	USA	STATE		
#FEDEX 795795768766188	800-4633339	TN	USA	STATE		
#FEDEX 876844017003	800-4633339	TN	USA	STATE		
#FEDEX 898720119757	800-4633339	TN	USA	STATE		

Vendor Lookup

Buttons: Save | Previous in List | Next in List

Footer: List of Merchants | Preferred Vendors

9 From the **List of Merchants** tab locate the merchant(s) to be added as Preferred Vendors:

a. Click the **Find** link.



Explorer User Prompt

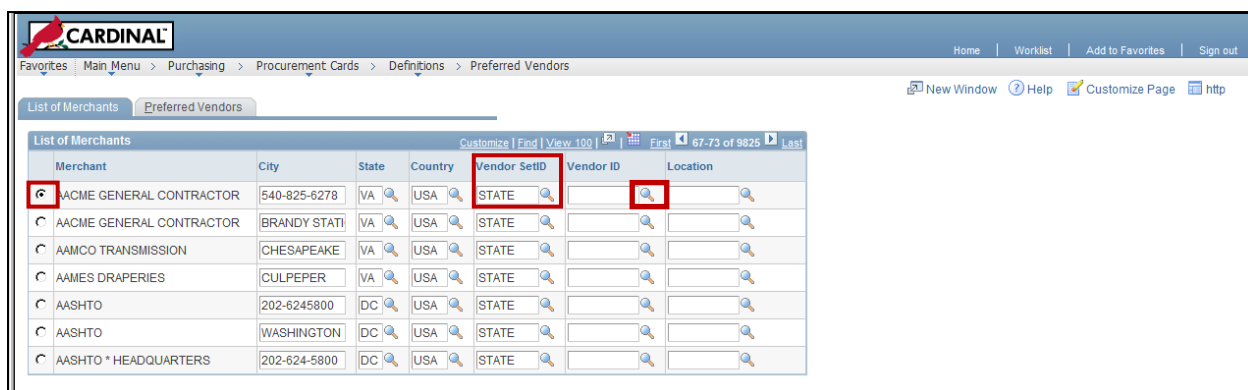
Script Prompt:

Enter search string:

Search string: aacme

Buttons: OK | Cancel

a. Enter identifying details about the new PCard merchant, such as name or number, and click **OK**.



Navigation: Favorites | Main Menu > Purchasing > Procurement Cards > Definitions > Preferred Vendors

Buttons: New Window | Help | Customize Page | http

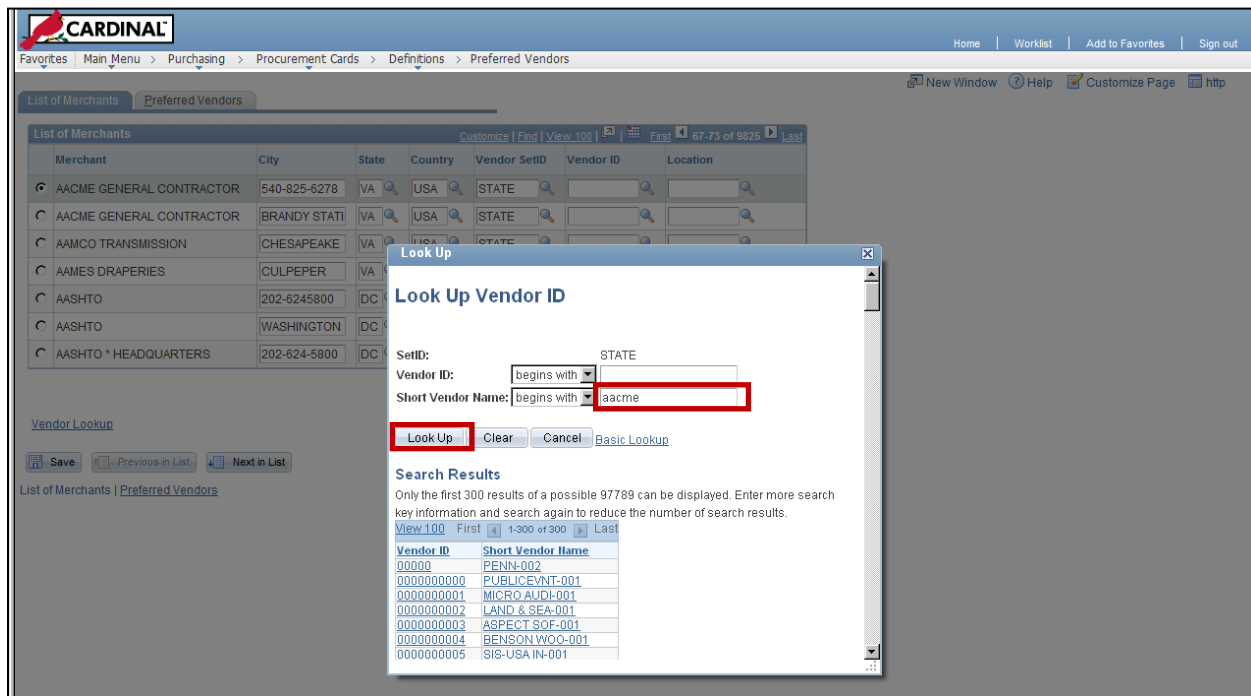
Tab: List of Merchants | Preferred Vendors

Merchant	City	State	Country	Vendor SetID	Vendor ID	Location
AACME GENERAL CONTRACTOR	540-825-6278	VA	USA	STATE		
AACME GENERAL CONTRACTOR	BRANDY STATI	VA	USA	STATE		
AAMCO TRANSMISSION	CHESAPEAKE	VA	USA	STATE		
AAMES DRAPERIES	CULPEPER	VA	USA	STATE		
AASHTO	202-6245800	DC	USA	STATE		
AASHTO	WASHINGTON	DC	USA	STATE		
AASHTO * HEADQUARTERS	202-624-5800	DC	USA	STATE		

10 Click on the radial button next on the row with the new Merchant.

11 Make sure the **Vendor SetID = State**. If it does not then you must change it before moving forward.

12 Click on the **Vendor ID** lookup icon.



Look Up

Look Up Vendor ID

SetID: STATE

Vendor ID: begins with

Short Vendor Name: begins with **aacme**

Look Up Clear Cancel Basic Lookup

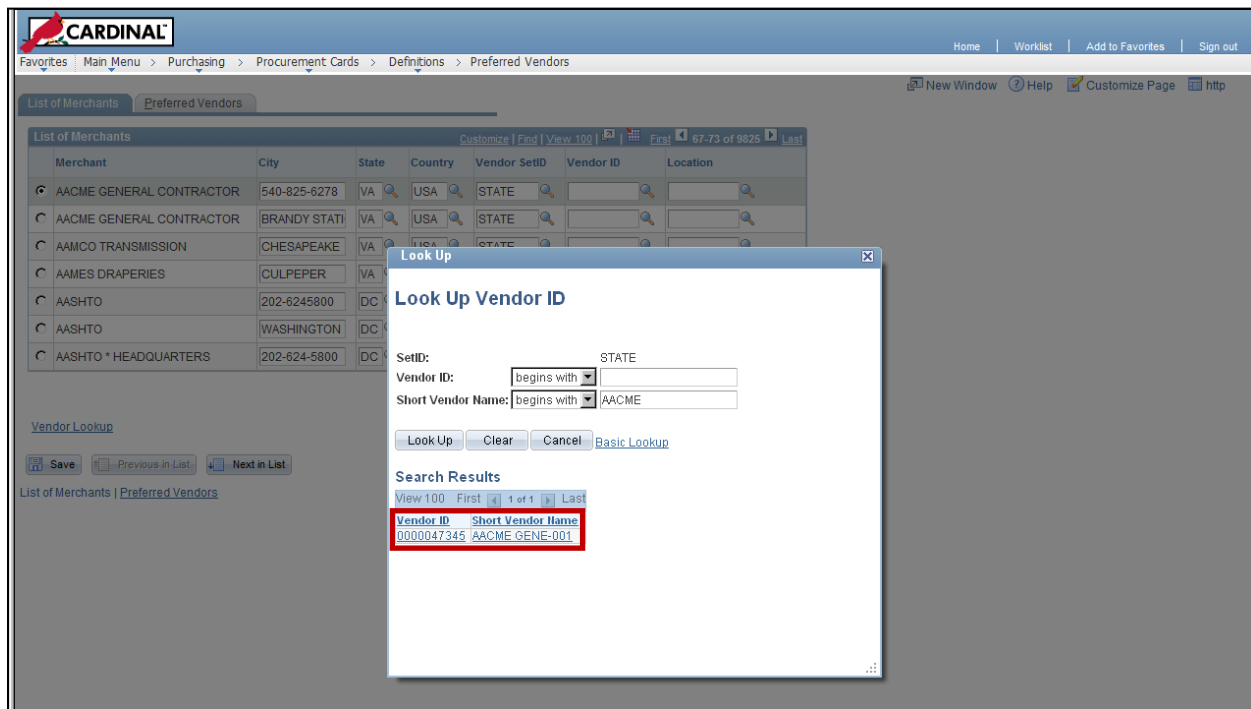
Search Results

Only the first 300 results of a possible 97789 can be displayed. Enter more search key information and search again to reduce the number of search results.

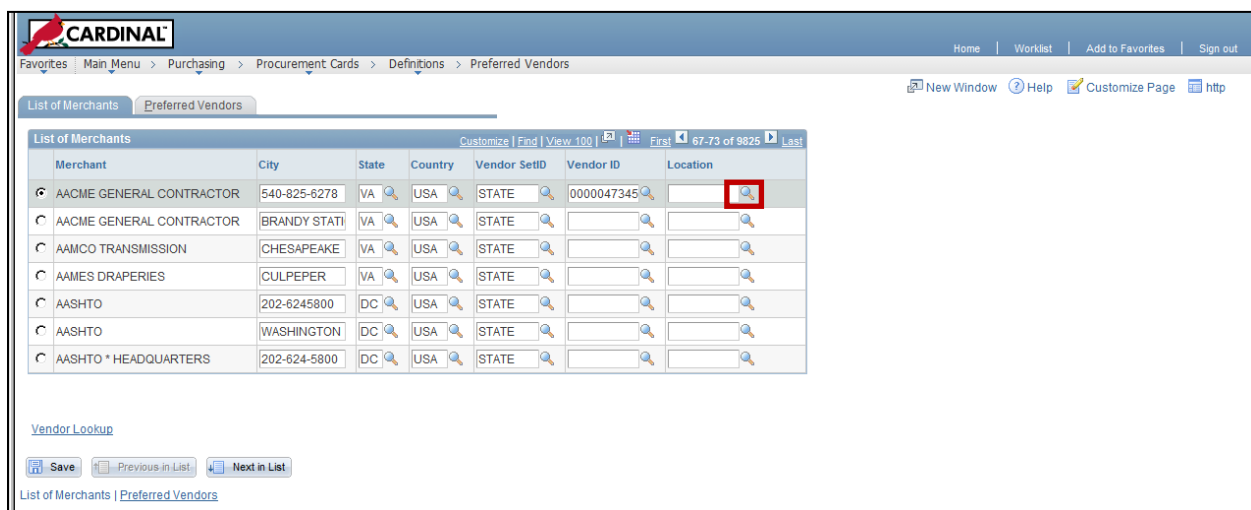
[View 100](#) First 1-300 of 300 [Last](#)

Vendor ID	Short Vendor Name
00000	PENN-002
0000000000	PUBLICVNT-001
0000000001	MICRO AUDI-001
0000000002	LAND & SEA-001
0000000003	ASPECT SOF-001
0000000004	BENSON WOO-001
0000000005	SIS-USA IN-001

- 13** Enter either the **Vendor ID** or **Short Vendor Name** to initiate a search for this vendor. You may change the operator from **begins with** to **contains** to help with the search.
- 14** Click on the **Look Up** button.

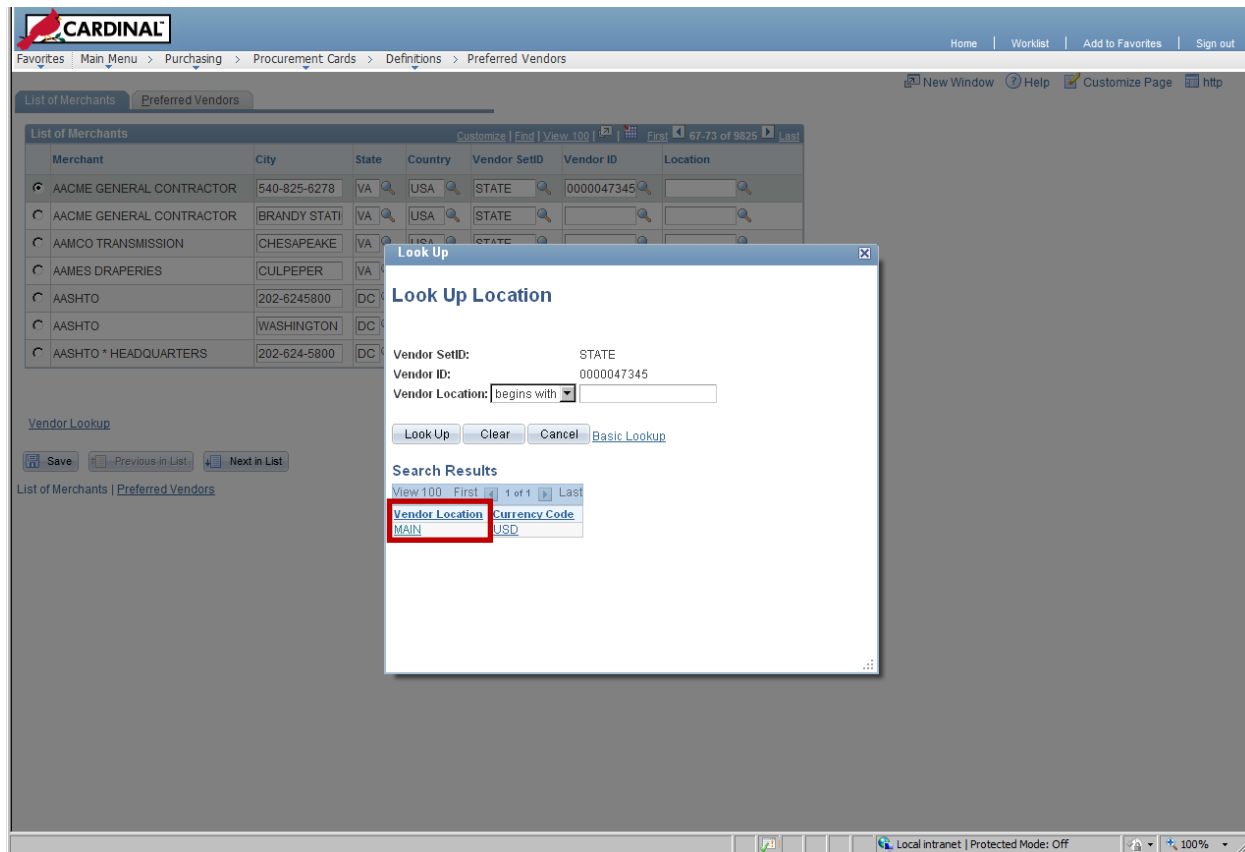


15 Click on the selected **Vendor ID** hyperlink.



16 The **Vendor ID** field is populated.

17 Click on the **Location** look up icon.



Look Up

Look Up Location

Vendor SetID: STATE
Vendor ID: 0000047345
Vendor Location: begins with

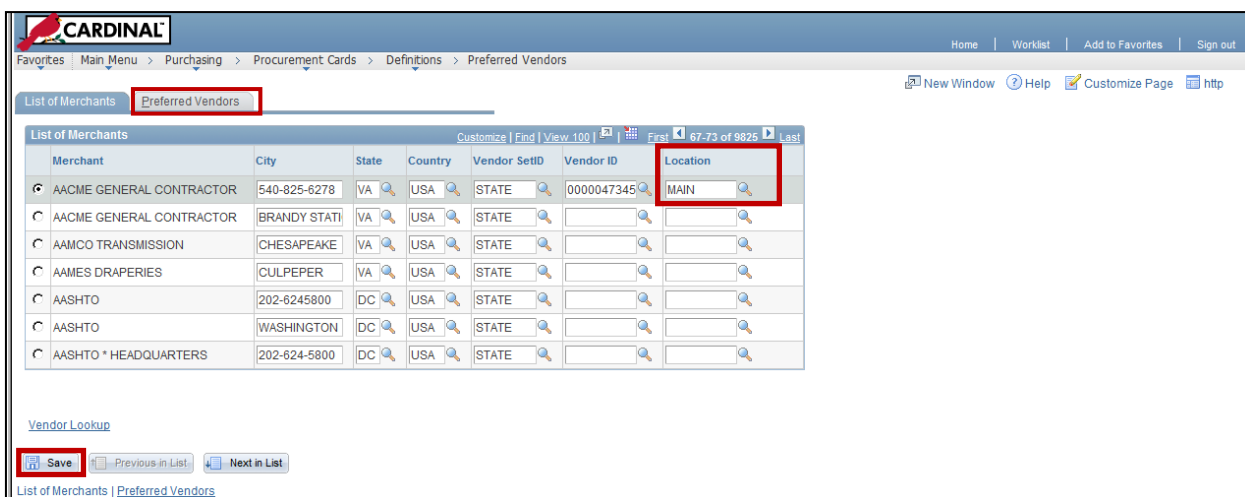
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Vendor Location	Currency Code
MAIN	USD

18 Click on the **Vendor Location** hyperlink.



Preferred Vendors

Merchant	City	State	Country	Vendor SetID	Vendor ID	Location
AACME GENERAL CONTRACTOR	540-825-6278	VA	USA	STATE	0000047345	MAIN
AACME GENERAL CONTRACTOR	BRANDY STATI	VA	USA	STATE		
AAMCO TRANSMISSION	CHESAPEAKE	VA	USA	STATE		
AAMES DRAPERIES	CULPEPER	VA	USA	STATE		
AASHTO	202-6245800	DC	USA	STATE		
AASHTO	WASHINGTON	DC	USA	STATE		
AASHTO * HEADQUARTERS	202-624-5800	DC	USA	STATE		

Save Previous in List Next in List

19 The Location field is populated.

20 Click on the **Save** button.

21 Click the **Preferred Vendors** tab.



Procurement Job Aid

PCard Merchant to Preferred Supplier

Preferred Vendors

*Merchant	City	State	Country	*Vendor SetID	*Vendor ID	*Location
1ST LADY JANITORIAL SERV	703-277-2876	VA	USA	STATE	0000038149	MAIN
610 CAR WASH LLC	STAFFORD	VA	USA	STATE	0000041924	MAIN
A & N ELECTRIC COOPERATI	757-787-9750	VA	USA	STATE	0000050004	MAIN
AACME GENERAL CONTRACTOR	540-825-6276	VA	USA	STATE	0000047345	MAIN
ABBOTT FARM SUPPLIERS	434-4767333	VA	USA	STATE	0000033110	MAIN
ABINGDON EQUIPMENT CO	ABINGDON	VA	USA	STATE	0000032664	MAIN

Vendor Lookup

Save Previous in List Next in List

List of Merchants Preferred Vendors

22 Selected merchant is now on the **Preferred Vendors** listing and the quantity of Preferred Vendors has increased by one.

23 Repeat the process for all remaining new PCard merchants.